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WAR FOOD ADMINISTRATION  
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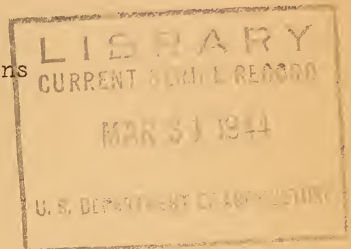
March 23, 1944

Compliance Branch Memorandum No. 3 - Supplement 2

To: All Regional Directors, and  
All Chiefs of Regional Compliance Divisions

From: J. M. Nehl, Chief, Compliance Branch

Subject: Monthly Report Form FDA-687



Samples of the above report form, together with instructions for preparation of reports are attached for your information and use. It is particularly important that the Compliance Branch receive the monthly reports of complaints, Form FDA-687, showing complaints received in the regional offices and the action taken thereon in order that the Branch may be in a position to supply information to the Director, the Deputy Directors, the Branch Chiefs and the Order Administrators who request data from time to time on the status of compliance in general and by orders.

Suggested form for the report of complaints was sent to each regional office some time ago for their comments and suggestions and to determine if the report could be compiled without undue effort in the regional offices. Some very good suggestions were received and the replies indicated that the reports could be readily compiled.

The first report on this form will be for the month ending April 30, 1944. Multilithed forms are being prepared for distribution to the regional offices. A temporary supply of mimeographed forms is being sent to each regional office in case the printed forms are delayed.

The submission date for reports FDA-530, 531, 532, and 687 will be extended to the 10th of the month instead of the 6th as previously required.

Attachments

*J M Nehl*



WAR FOOD ADMINISTRATION  
Office of Distribution

March 23, 1944

Exhibit for Supplement 2 to Compliance Branch Memorandum No. 3.

Instructions for Filling Out Statistical Report Form FDA-687  
Monthly Report of Complaints

This report is to be prepared as of the close of each month and mailed not later than the 10th of the following month. Report shall be submitted in an original and one copy. The report is to show all complaints received regardless of the source and the disposition made of such complaints by the Compliance Division.

For the purpose of identification, items have been numbered and brief explanation follows:

- Item (1) show program or food order number.
- Item (2) number of complaints or violation reports received from the Washington office, by food order or program.
- Item (3) complaints or violation reports received from the regional Commodity Divisions or regional representatives of the Commodity Branches, exclusive of those under item (4).
- Item (4) include complaints or violation reports which are derived from information shown on periodic reports submitted to the Commodity Divisions, e.g., the slaughter reports under FDO-75.
- Item (5) complaints or violation reports received from State or Area Supervisors.
- Item (6) complaints received from all other sources.
- Item (7) total of items (2) through (6). This is the total of apparent violations from all sources.
- Item (8) same as item (1).
- Item (9) complaints which were pending as of the close of the previous month.

It will be necessary to take inventory of complaints on hand and undisposed of as of March 31, 1944, in order to arrive at an opening figure for this column. Normally, in any month the number should be small because as soon as determination of action is made the complaints are no longer considered as pending for the purposes of this report.



Item (10) amount should equal the amounts shown in item (7).

Item (11) amount should be the total of amounts in items (9) and (10).

The data shown in items (12) to (17), inclusive, are broken down to reflect the screening of complaints by the Review and Proceedings Section, after receipt of the complaint.

Item (12) complaints referred to the Investigation Section. The total should equal the total column of item (2) on form FDA-530.

Item (13) complaints referred to the Audit Section. The total should equal the total column of item (2) on form FDA-531.

Item (14) complaints referred to Commodity Divisions for informal adjustment.

Item (15) include complaints referred to State or Area Supervisors for adjustment at the state or area level, also, include any complaints which have been adjusted by State or Area Supervisors before complaints were referred to the regional office.

Item (16) complaints which were disposed of by informal warning letter.

Item (17) complaints which are informally adjusted by telephone call, or personal call by other than commodity branch representatives or State or Area Supervisors.

Item (18) total of items (12) through (17).

Item (19) will be the amounts in item (11) less the amounts in item (18), and should be the opening figures for column (9) on the succeeding month.

This report will become effective as of April 1, 1944. These instructions are being sent you in order that any necessary procedure may be installed for the compilation of the information through the month of April.

REPORT ON WORK OF REVIEW AND PROCEEDINGS SECTION  
ON COMPLAINTS RECEIVED AND DISPOSITION MADE

Month ending

Date submitted \_\_\_\_\_

Program or Food Order Number	Complaints Received from					
	Washington Office	Commodity Divisions	Reports to Commodity Divisions	State and Area Sup- ervisors	Other Sources	Total Complaints Received
(1)	(2)	(3)	(4)	(5)	(6)	(7)

[illegible]

